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IHSA 81-028

9 October 1981

MEMORANDUM FOR: Members of the IHSs Strategic Planning Working Groups

FROM:

DDA/IHSA

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SUBJECT: Plans for Working Group Meetings

1. We look forward to your participation in the strategic planning for Agency information handling systems. Attached are a list of the working groups and their subject areas, a schedule for the meetings of all of the working groups, and a list of participants for the five groups. You will probably be hearing from the chairman of your group prior to convening.

2. If you find that there are schedule interferences which preclude your participation, please notify your directorate coordinator and this office [] immediately so that arrangements can be made for a replacement.

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3. Our plan is for each working group to meet for two days to discuss the issues and questions relevant to the working group subject area. The members then are expected to discuss these issues within their own organizations, collect relevant data, and make projections. When the working groups reconvene for the two day wrap-up, it is to develop time-phased goals and objectives for the Agency relevant to IHS matters in that subject area.

4. Our plan is to provide to the participants of each working group a staffing paper one week prior to the group's convening. This paper will summarize the current status and identify strategic planning issues and questions. It is issued in advance to provide participants the opportunity

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to think through the relevant concerns, collect data and make projections, prior to the working group sessions. An example of what these staffing papers will be like and the planning intentions they reflect is the one already issued for the Information Handling Facilities working group.

5. It is not going to be easy developing and committing ourselves to specific functional and operational goals. But to be useful and usable, this is what the planning has to provide. In addition, it is expected that this planning will provide specific milestones against which progress may be measured. We will probably want to adjust these goals and milestones later as we learn more about the details of the services and functionalities we need and what the technological implications are in providing them. But our lack of perfect technological foresight should not deter us from deciding what IHS functionalities we want and when we want them.

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6. Welcome to this challenging and important effort.



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Attachments:
As Stated

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